INSTRUCTIONS FOR PERFORMANCE BASED INVOICE

- ➤ <u>Vendor Name</u>: Agency Name
- Address: Street, City, State and Zip
- Contact Person/Phone Number: Person who prepared the invoice/phone
- > Program: Generic name of program, i.e., WIA, CRP, CDBG
- ➤ Invoice number: Sequentially numbered
- ➤ <u>Master or Regular Contract Number</u>: 5-digit number starting with 10 (if agency does not have a master contract, insert regular contract number)
- FAN Number: Only for agencies with a master contract (a 3 digit number with the last digit separated by a dash)
- FAN Period or Contract Period: Provide the beginning and ending date as indicated on the FAN or contract
- ➤ <u>Invoice Period</u>: Provide the period being covered by this particular invoice
- ➤ <u>Billing For This Invoice Period</u>: Enter the number of units claimed times the total unit price and enter the total due
- ➤ <u>Cumulative Total:</u> Enter the total dollar amount requested including this invoice for the total FAN period by line.
- ➤ <u>Subtotal Performance</u>: Indicate FAN budget amount. Total units claimed this invoice period times the allowance per unit performance cost as shown in the FAN or contract.
- Administrative Expense: Indicate FAN budget amount (if any). Total units claimed this invoice period times the allowance per unit administrative cost as shown in the FAN or contract.
- ➤ <u>Total</u>: Total each column
- ➤ <u>Income</u>: Subtract any income earned
- ➤ <u>Net Payment This Invoice</u>: Indicate dollars requested
- Prepared By: Signature and date of the person who prepared the invoice
- > Director of Agency: Signature and date of agency director or authorized designee

Complete the attachment to Performance Based Invoice.